

**LIBRARY ASSISTANT I  
(TECHNICAL SERVICES)  
812**

**DEPARTMENT:** Library

**NATURE OF WORK:**

Under the supervision of the Acquisitions Administrator, the Library Assistant I (Technical Services) performs a variety of clerical and administrative tasks related to the acquisition and processing of library materials. Duties include receiving books on standing order, assisting with the receipt of firm ordered materials, cataloging and processing paperback standing orders, and processing and mending library materials as needed. Participates in the analysis and planning of technical services operations within the Support Services department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Unpacks and receives circulating standing order materials, checking invoices for accuracy. Notes the correct agency for each title on standing order invoices. Unpacks and receives firm ordered materials as needed.

Creates short MARC records in Dynix for adult and juvenile paperbacks.

Processes adult and juvenile paperbacks.

Covers or tapes books, ensuring that they are ready for the reference or circulating collections. Mends books as possible, gluing bindings, trimming damaged pages, and performing additional mending tasks as needed. Creates labels and processes audiovisual materials.

Changes book classifications in Dynix bibliographic and holdings records, as directed by the cataloging staff, and re-processes affected items.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is located in the James City County Library. Work typically involves sitting or standing in an office, occasional movement throughout the library, light to medium lifting, and other limited physical activities. Frequent use of a computer is required. Also requires handling of books and other library materials, including unpacking boxes and transferring materials to carts and/or shelves. Regular contact is made with library employees and, to a lesser extent, the general public. Typewriter, copier, fax, book press, book repair tools, and other office equipment as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of personal computer operations.

Ability to learn to use WRL's Dynix and e-mail systems.

Accurate and efficient typing, filing, and other clerical skills.

Ability to organize work (daily and long-range projects), set priorities, use time effectively, and work independently.

Ability to communicate well with supervisor, staff, and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

An understanding of basic library operations preferred.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Two years college and/or public library experience or equivalent preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.